

5 January 1977

OFFICE OF PERSONNEL MEMORANDUM NO. 20-51-5 (Revised)

SUBJECT : Initial Processing of Contract Type I Personnel for
Headquarters [redacted]

RESCISSION: OPM 20-51-5, dtd 18 Jan 74

1. The Staff Personnel Division, Office of Personnel (SPD/OP) is the Headquarters central point for the initial processing of Contract Type I applicants. This centralization of processing is intended to insure uniformity in the preliminary administration of such personnel and to provide a single source of information and contact on related matters for such applicants and for the Office of Security, the Office of Medical Services and the operating components concerned. Local hire contract employees [redacted]

[redacted] and at foreign posts will continue to be processed by the responsible operating components unless arrangements are made with SPD for such services.

2. The component having administrative jurisdiction over an applicant is responsible for obtaining such internal authorization to hire as is required by the Directorate concerned. The responsible component will forward professional applicant files to the Professional Staffing Branch, SPD, Room 836, Ames Center Building, and clerical applicant files to the Clerical Staffing Branch, SPD, Room 332, Ames Center Building. Each applicant file will include the original Personal History Statement, Report of Medical History (SF 93) in a sealed envelope, five copies of Authorization to Release Information, Applicant Information Sheets No. 1 and 2, Request For Contract Employee Personnel Action (Form 3804), and Request For FLSA Designation (Form 3917). The responsible component should also record on the Routing and Record Sheet any cover considerations or special clearances which are required.

3. Upon receipt of the applicant's file, the Staff Personnel Division will forward:

a. The original and one copy of Form 377, Request for Security Clearance, with the necessary copies of the Personal History Statement and five copies of Authorization to Release

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Information to the Office of Security; and,

b. The original and four copies of Form 259B, Request for Medical Evaluation, together with the Medical History in a sealed envelope to the Office of Medical Services.

4. Following the receipt of the forms noted in para 3 above, the Office of Security and Medical Services will review and return one copy of each form to SPD with comments. Upon receipt of the invitee approvals from OS and OMS, SPD will contact the applicant by phone to arrange dates for pre-employment interviews, desired tests, medical examination, and polygraph. Subject to any cover considerations, SPD will also correspond (initiation, confirmation of appointments, interim, etc.) with the applicant as appropriate. Upon receipt of full security and medical clearances, SPD will advise the responsible component and return the applicant file.

5. Upon receipt of the applicant file from SPD with notification of the necessary security and medical approvals, the component will prepare the contract check list in accordance with [redacted] SPD, in coordination with the responsible component, will establish an entrance-on-duty (EOD) date and arrange for EOD briefings. Upon EOD, but prior to the briefings, the component will insure the applicant signs the employment contract.

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F. W. M. Janney
Director of Personnel

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